

Direct Sellers Business License Application

For Office Use Only:

Application Date: _____ DS _____ CUST ID: _____ Total Fees Due: _____

Application Type (Please check)

License Fee: **\$100** License Year _____ New Business License Business License Renewal

A **direct seller** means a person who is licensed with the Province under the *Direct Sellers Act* and who:

- (i) goes from house-to-house selling or offering for sale or soliciting orders for the future delivery of goods or service;
 - (ii) by telephone offers for sale or solicits orders for the future delivery of goods or services; or
 - (iii) does both of the things mentioned in subclauses (i) and (ii); or
 - (iv) does not have business premises, including a Home Based Business, in the City of Prince Albert.
- **Proof of registration under the *Direct Sellers Act* is required along with this application.**
 - **The license issued through this application is only valid for the direct seller or applicant named on the application.**
 - **If you reside within the City of Prince Albert, you should apply for a Home Based Business License.**

Inter-Municipal Business License \$250

The applicant must have an annual business license in one of the following participating municipalities:

The City of Prince Albert The Town of Shellbrook The Town of Rosthern The Town of Duck Lake

Business License Number: _____

Forward the completed application form, and any other required documents, and payment to:

OR email application to solutions@citypa.com

**The City of Prince Albert
Planning & Development Services
1084 Central Avenue
Prince Albert, SK S6V 7P3**

Please make the cheque payable to: The City of Prince Albert

Business Information (Please print clearly)

I do not want this address on the Business License Directory

Business Name: _____

Mailing Address: _____

Unit # Building # Street Name

City Province/State Postal/Zip Code

Owner Name: _____ Contact (if different than Owner): _____

Direct Seller or Applicant Name: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

*PST #: _____ *ISC Entity #: _____

***AT LEAST ONE OF THE NUMBERS IS REQUIRED**

Documentation

Photocopies of the following must be included with each application:

- Company Direct Seller's License with the Province of Saskatchewan
- Individual or Salesman Direct Seller's License with the Province of Saskatchewan (if applicable)
- Seller's Consultant Card or Company Identification Card
- Photo Identification of the Applicant

If there is any contractor work involved (installation, set up, etc.) after the sale of the product, the company will also require a Transient Trader Business License to cover the contractors operating in Prince Albert.

Business Description (Please print clearly)

Please describe the primary function and product of the business:

Please Note: This is an application only.

If your application is approved, you will receive confirmation from Planning & Development Services. Your application is not approved until you receive your license from The City of Prince Albert.

You may be required to apply for additional permits or site inspections with the Planning and Building Divisions of Planning & Development Services before your application may be approved.

- ❖ The *Business License Bylaw* No. 32 of 2020 requires all businesses to obtain a Business License before beginning operation.
- ❖ With a few exceptions, licenses will be valid until the end of each calendar year (December 31).
- ❖ Changes to the information on the application (location, ownership, business name) requires a new application to be submitted to Planning & Development Services in order for the license to be updated and considered valid.
- ❖ The City of Prince Albert license must be able to be produced upon request.

For more information on licensing requirements, please call 306.953.4884 or visit our website at www.citypa.ca.

For more information on City bylaws and policies, please visit our website at www.citypa.ca.

Acknowledgement of Responsibility:

- I am aware that I am required to comply with all municipal and provincial rules, regulations, bylaws, etc. while operating in The City of Prince Albert.
- I am aware that I will not receive a renewal invoice for following year(s) and that I must renew through reapplication to Planning & Development Services each year of operation in The City of Prince Albert.
- I agree to operate my business as required under the *Business License Bylaw*.

Applicant Signature: _____ Date: _____

For Planning & Development Services Only:

Last Update: April 4/24

DS _____ \$ _____ (10-25-110-000-00000-5210) IMBL _____ \$ _____ (10-00-000-000-00000-3006)

Requested By (Print Name): _____ Signature: _____

Approved By (Print Name): _____ Signature: _____

Payment Type: Cash Cheque Receipt #: _____ To be Invoiced E-transfer

For Financial Services Only:

Invoice #: _____ Date: _____

Initials: _____ Approval: _____